

The **do op** Mad Hatter

A Douglas College Newsletter

DOUGLAS COLLEGE LIBRARY September 17, 1981
ARCHIVES

Congratulations

Dr. Ron Faris, Executive Director of the Continuing Education Division, Ministry of Education, has notified the College that an allocation of \$28,000.00 has been made to Douglas College from the fund established for Adult Special Education.

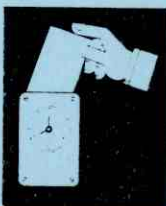
Congratulations to Al Atkinson and his Committee who prepared the proposal for a Coordinator of Adult Special Education Programs and Services. These funds will pay the salary of the Coordinator and support programs and services.

The Ministry has indicated that properly established and appropriately evaluated programs will be considered as part of the base budget for the 1982/83 fiscal year.

G. DailaMattia,
Dean of Educational and Student Services.

September 14, 1981.

GUIDELINES FOR QUITE HOUR



The College Management Committee approved the following guidelines:

TIME: 0830 - 0930 daily

PURPOSE: a) To provide time for planning, and handling routine paper work, etc.

b) To be available so that directors/chairmen/faculty/staff may communicate with their administrator of reference.

IMPLEMENTATION:

a) Restrict outgoing phone calls.

b) Use as a working period.

c) Each administrator to use the time at her/his discretion, so that it is put to best use.

Notice

SCHEDULE FOR REGULAR SCHEDULED MEETINGS:

For Divisional, Departmental, College-wide and Association meetings.

THAT Current Guidelines in terms of Departmental meetings, Divisional meetings, and College-wide meetings be as follows:

1st and 3rd Mondays - Divisional

1st and 3rd Wednesdays - Faculty Association

2nd and 4th Mondays - Departmental

2nd and 4th Wednesdays - College-wide

Changes will be made where necessary as Governance System firms.

Letters

APPROVED BY MANAGEMENT COMMITTEE 81-08-26

PAYMENT PROCEDURES FOR CONTRACT AND SUBSTITUTE INSTRUCTORS

A. Contract Instructors Hired for Specified Term

1. A Contract Faculty Appointment form is prepared by the Director's/Chairman's office, for Director's/Chairman's signature. A contract number will be assigned at this time. Personnel Department will answer any queries with regard to rate of pay.
2. Contract is forwarded to Dean for approval (Dean will initial below Director's/Chairman's signature). Dean's office will return contract to Director/Chairman.
3. Director's/Chairman's office will forward contract to the instructor (retaining goldenrod copy) with following enclosures: (a) T.D.1 form; (b) stamped, addressed envelope; (c) application to join Faculty Association; (d) green calendar card; (e) application for Library card.
4. Upon receipt of signed contract, Director's/Chairman's office will retain the yellow copy and forward the white and green copies to Personnel.
5. In cases where subsequent pay changes are made (such as cancellation of a section, etc.) a Notice of Cancellation of Contract must be issued and a new contract prepared for the instructor. An information copy of the changes will be sent to the Dean. A Class Schedule Change form should be completed for changes or cancellations.
6. If contract faculty are absent during the period of the contract due to illness, this is to be treated as a leave of absence without pay and a "Leave Without Pay for Contract Faculty" form must be prepared by the Director's/Chairman's office, and forwarded to Payroll. (Article 11.05 Faculty Collective Agreement).

B. Contract with Short Term Substitute Instructors, etc. (other than covered by "A" above)

1. Director's/Chairman's office prepares a Contract to Purchase Services for the Director's/Chairman's signature, describing the services.
2. The contract is sent to Personnel Office for monitoring and numbering. Personnel will mail contract directly to the instructor, detaching the three copies and distributing as follows: yellow - Payroll; pink - retained by Personnel; goldenrod - initiating Director/Chairman.
3. A time sheet will be forwarded to the instructor by the Director's/Chairman's office, for completion and return to the Director/Chairman at the end of each month, or at the end of the assignment, whichever occurs first.
4. The Director/Chairman will sign the completed time sheet and submit to Payroll on the first working day following month end, or at the end of the assignment, whichever occurs first. Copies of the time sheet to be retained by the instructor and department Director/Chairman.
5. In the case of very short term contracts, an invoice can be issued in lieu of a time sheet, e.g. engagement of dentists, one day substitution, etc. This invoice is sent to Personnel along with the Contract to Purchase Services. At the end of the assignment, the contractor will sign and forward to the Director/Chairman for his/her signature. It will then be passed to Accounting.

Letters

DOUGLAS COLLEGE ARCHIVES

LAKESIDE PROJECT

Following close to three years' of periodic discussions and negotiation, the Ministry of Education and the Ministry of the Attorney General have reached an agreement for the funding of a comprehensive education program to be implemented by Douglas College at the Lakeside Correctional Centre.

The original project proposal was developed by Mr. Les Boon from the Ministry of the Attorney General and Mr. David Ayers, former Director of Counselling at Douglas. The project proposal has been reviewed by an Inter-Ministerial Committee which endorsed its intent. The two Ministries involved have now allocated sufficient funding to enable the project to start.

The first year of the Project is to provide adult basic education, guided study and as wide as possible a selection of learning opportunities to students resident in Lakeside and to people working there, the intent being that Lakeside students can continue their studies after leaving. In addition, a social/recreation component will be included in the project. This first experimental year will be used to test the project concept, as well as specific program elements or components, operational and administrative structures and agency working relationships. A formal evaluation report will be independently written. Dr. Sheilah Thompson has agreed to undertake the work.

During the first year, the project will be located in the Community Programs and Services Division of the College. All faculty and staff are invited to participate. Al Atkinson and the A.B.E. faculty are now involved. If you are interested in participating or getting more information about this project, please call Jim Doerr at Agnes Site, 525-9211 or Al Atkinson at McBride Site, 521-4851.

Employment

FACULTY ARE REQUIRED FOR:

LAKESIDE CORRECTIONAL CENTRE
LEARNING PROJECT.

PROJECT CO-ORDINATOR - Competition #81-739

A full-time temporary faculty member is required to co-ordinate the Lakeside Correctional Centre Learning Project. This developmental project involves leading a small team of instructors and Lakeside employees in providing a comprehensive education program. The successful candidate will instruct half-time and work with College and Lakeside personnel to develop and evaluate the Project.

Experience teaching & working with adults is essential as well as a related degree, preferably at the Masters level.

ADULT BASIC EDUCATION INSTRUCTOR

Competition #81-740

A full-time temporary faculty member is required to teach A.B.E. at the Lakeside Correctional Centre (Women's Unit). The successful candidate will work with inmates on an individual basis and must be able to teach all levels of Adult Basic Education--Literacy through Grade 12 Equivalency--in English, Math, Science, and Life Skills.

Experience teaching & working with adults, preferably within a correctional setting, is essential as well as a related degree.

Closing date for the above competitions is September 18, 1981.

Please submit your applications with resume quoting the appropriate competition number to: Douglas College, Personnel Dept. P.O.Box 2503 New Westminster, B.C. V3L 5B2

DOUGLAS COLLEGE requires, RELIEF CLINICAL INSTRUCTORS - to teach on an on-call basis: Medical/Surgical Nursing, Obstetric Nursing, Pediatric Nursing, Psychiatric Nursing, and Extended Care Nursing.

The successful applicant will have:

1. Bachelor's degree in Nursing
2. Recent clinical experience
3. Clinical teaching experience
4. Interpersonal communication skills

Starting date: October 1, 1981

Closing date for Applications Sept. 25, 1981

Competition #81-741 please quote this when applying to: Douglas College, Personnel Dept., P.O.Box 2503, New Westminster, B.C. V3L 5B2

EMPLOYMENT

DOUGLAS COLLEGE requires a PROGRAM CO-ORDINATOR for the DENTAL AUXILIARY PROGRAM

The incumbent will be responsible for the overall operational functioning of the Program as well as teaching assignments.

The successful applicant will have a minimum of 5 years in private practise as a Certified Dental Assistant or Registered Dental Hygienist plus at least 2 years of teaching experience in a Dental Auxiliary Program. Administrative experience & strong interpersonal skills are essential. Salary will be commensurate with education and experience as provided in the Collective Agreement with the Faculty Assoc., Starting date is as soon as possible--as negotiated.

Closing Date for applications Sept 18, Please submit application with resume quoting competition #81-738 to: Douglas College, Personnel Dept., P.O.Box 2503, New Westminster, B.C. V3L 5B2

SIMON FRASER UNIVERSITY DEPARTMENT OF ECONOMICS

Invite applications for Sessional positions for the Spring Semester 1982 in the following courses:
ECON 200-3 Principles of Economics (Micro)
ECON 205-3 Principles of Economics (Macro)
ECON- 310-3 Money & Banking
ECON 331-5 Introd. to Mathematical Economics
BUEC 333-3 Elementary Econ., & Business Stats. (2nd half).

Send applications with Curriculum Vitae to:
Kenji Okunda, Chairman
Dept. of Economics. S.F.U.
Burnaby, B.C. V5A 1S6
Application deadline 30 Sept.



BADMINTON ANYONE?

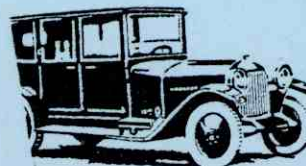
Students, Faculty and Staff are welcome to come out Wednesday nights 7-9 p.m. at Winslow Campus. Anyone interested please contact Bill Reed - Chemistry, New West. Loc: 265. or Yvonne Mostert - Loc: 264 New West.

For Sale



Huge light oak desk - \$250.00
Unfinished-type desk/dresser, needs re-finihsing - \$25.00
Cherry(maybe walnut) solid wood swivel desk chair - \$25.00

Contact: V. MacBean New West., room 309.



1974 Dasher, 5100 miles, 4 speed, VW Mag wheels, Clean, excellent condition. Offers to \$2900. Contact Min at N.W. 521-4851 local 285 or 420-1787 for messages.

THE LIBRARY

DOUGLAS
ARCHIVES

The Following services are being offered by the Library this Fall:

1. Library tours
2. In-class orientations geared to your subject.
3. Books & xeroxed articles may be placed on reserve for 2 hr., 24 hr., 3 day, or 1 week loan periods.
4. AV services are available from the AV section of each campus Library
5. LIB III - Skills for College Library Research - for students who need to learn systematic & effective library search methods

If you wish to have a librarian give an orientation to one of your classes, and you have not already been sent a notice, please get in touch with us; we would be happy to make a presentation to your students.

...Library, New Westminster.

UNIVERSITY LIBRARIES

I would like to remind everyone that you are eligible for an extramural library card, at no charge, for both S.F.U. and U.B.C. Please see Teresa Inglis in Personnel for a card of introduction.

You should be aware that each item on inter-library loan costs us \$7.50. Please pick up a library card and use it in person whenever possible to avoid I.L.L. charges.

You should use your Douglas card at Kwantlen as we are liable to I.L.L. charges there as well.

.....Virginia Chisholm.

Notice

LAST DAY OF CLASSES - FALL SEMESTER 1981

LAST TEACHING DAY FOR MONDAY CLASSES IS TUESDAY, DECEMBER 15th. (Dec. 14th and Dec. 15th - these two extra days for Monday classes replace Labour Day & Thanksgiving.)

LAST TEACHING DAY FOR TUESDAY CLASSES IS TUESDAY, DECEMBER 8th.

LAST TEACHING DAY FOR WEDNESDAY CLASSES IS WEDNESDAY, DECEMBER 16th (Dec. 16th - This extra day for Wednesday classes replaces Remembrance Day).

LAST TEACHING DAY FOR THURSDAY CLASSES IS THURSDAY, DECEMBER 10th.

LAST TEACHING DAY FOR FRIDAY CLASSES IS FRIDAY, DECEMBER 11th.

RED CROSS



BLOOD

As you probably have heard, the Red Cross is experiencing a shortage of BLOOD. Clinics for the remainder of this semester, are as follows:

OCTOBER 19, MONDAY 11:00 - 5:00 P.M.
OCTOBER 20, TUESDAY 2:00 - 8:00 P.M.
NOVEMBER 16, MONDAY 11:00 - 5:00 P.M.
NOVEMBER 17, TUESDAY 2:00 - 8:00 P.M.

ALL CLINICS ARE HELD AT:

RED CROSS HOUSE
51 - 6th STREET
NEW WESTMINSTER. Phone 525-1425

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